



Dave Lambertson
Interim Director

COUNTY OF LA Internal Services

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June 3, 2004

To: Each Department Head

From: Dave Lambertson
Interim Director

Subject: **UPDATE ON THE IMPLEMENTATION OF THE COUNTYWIDE
SERVICES CONTRACT SOLICITATION PROTEST POLICY**

This is to provide an update on the implementation of the Countywide Services Contract Solicitation Protest Policy (Protest Policy). On April 6, 2004, the Board approved the Protest Policy and ordered inclusion of the policy in the Board of Supervisors' Policy Manual. The Protest Policy took effect for all solicitations initiated after May 6, 2004. The Board also instructed the Interim Director of the Internal Services Department (ISD) to issue implementation guidelines and provide training to all departments. ISD has:

- Issued Protest Policy Implementation Guidelines and standard solicitation language to all departmental Contract Managers.
- Conducted two (2), four-hour Protest Policy training sessions for approximately 80 departmental contracting staff during April, 2004. Trainees' names were provided to CAO as potential Protest Panel members.
- Provided copies of, and discussed, the Protest Policy Board letter package with approximately 90 attendees at the April 20, 2004 Countywide Contracting Network meeting.
- Revised Model Request for Proposals (RFP) and Invitation for Bids (IFB) Solicitation Documents to reflect the newly-developed standard Protest Policy language and forms. These documents are available on the County Intranet at <http://purchasingcontracts.co.la.ca.us>.
- Updated the Services Contracting Manual to include new Protest Policy process and procedures.
- Incorporated Protest Policy topic into the following County contracting training programs:

Please...

- ☐ Read
- ☐ Handle
- ☐ Approve

And...

- ☐ Forward
- ☐ Return
- ☐ Keep or Recycle
- ☐ Review with Me

ROUTING & REQUEST

To: Maria
Gary
Rhonda
Chad
Robin

From: Thialet
Date: 6-10-04

Each Department Head

June 3, 2004

Page 2

- Leadership Through Contract Management & Administration (100-hour Contract Certification Program)
 - Orientation to Basic Principles of County Contracting (2-days)
 - Managing Today: A Skills Approach (Section Manager) – Purchasing and Contracts Session (4-hours)
 - Leadership Essentials for County Managers (Division Chief) – Purchasing and Contracts Session (2 hours)
- Added Protest Policy links and information on both the “Doing Business with Us” (Internet) and the Purchasing & Contracts Web Portal (Intranet) for public and departmental staff access, respectively.

I would like to thank you for the cooperation and support provided by your staff during our training sessions. As a reminder, each department is responsible for:

- Ensuring full compliance with the Protest Policy Implementation Guidelines, including using standard procedures, forms, and solicitation language.
- Identifying appropriate senior staff with services contracting knowledge to conduct the various departmental reviews.
- Allowing designated staff to serve on a County Review Panel.
- Treating all vendors fairly and impartially, including a comprehensive review of all protests.

Implementation of the Protest Policy will result in consistent practices amongst County departments, enhance the integrity of the contracting process, and improve vendor relations.

Please feel free to contact me or your staff may contact Daniel Medrano, Section Manager, Countywide Policy & Standards Section, at (323) 267-2233 if you have any further questions.

DL:dm